[LTO MEMORANDUM CIRCULAR NO. ACL-2009-1259, December 28, 2009]

AMENDMENT TO AND CLARIFICATION ON THE POLICIES ON DEPUTATION OF LAW ENFORCERS

The authority to deputize law enforcers primarily rests with the Assistant Secretary. The said authority is hereby delegated to all Regional Directors limited within their respective regions. The guidelines governing deputation shall, however, remain and must strictly be complied with especially on the qualifications of who may be deputized which, among others, include the following:

- The applicant must be an LTO Employee, or such other Government Employee the latter being one performing functions related to Land Transportation Traffic Law Enforcement;

- Any other Government employee whom the Assistant Secretary believes can help in the Law Enforcement functions of LTO;

- The applicant must not have any pending administrative or criminal cases before any Government Tribunal such as the Courts, Prosecutor's Office, Ombudsman, Civil Service Commission, or the Government Agency where the applicant is an employee, as certified to by his office;

- Each deputation shall be good for three (3) months only. Renewals shall undergo the same process of evaluation.

The Regional Directors are required to submit to the LTO Central Office, monthly within five (5) days of the next succeeding month, the following:

- Updated Master List of deputized agents, including a soft copy which may be transmitted via email, sorted both alphabetically and according to the Government Offices the agents are connected with including their positions and salary grades;

- Updated Master List of all revoked, cancelled or withdrawn deputations sorted alphabetically and according to the Government Offices the agents are connected with including the reasons for the said revocation, cancellation or withdrawal;

- Inventory of all Deputation Tags or Identification Cards manufactured, issued and cancelled or revoked sorted chronologically according to the numbers and corresponding names of deputies (if already issued);